



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

STAFF SERVICES ANALYST (GENERAL) BUSINESS SERVICES SECTION - MAILROOM

Permanent/Full-Time
\$2,632.00 - \$4,155.00

POSITION SUMMARY:

Under the direction of a Staff Services Manager II, the Staff Services Analyst (SSA) performs the following tasks in the Business Services Section as part of the Board's effort to develop and implement a Document Imaging Scan Facility in the Business Services Section to support the Victim Compensation Program (VCP). Specific responsibilities include, but are not limited to:

ESSENTIAL FUNCTIONS:

Develop and maintain written procedures, desk manuals and policies; assist in the development of the initial process flow relating to document imaging for the VCP; conduct continuous analysis of the flow and develop alternatives and recommendations for process improvement to increase efficiency; after approval, assist in the implementation of daily operation improvements.

Provide analyses, reports and recommendations necessary to improve the administration of various Business Services units, particularly the Mailroom and Scanning Operations.

Provide initial and continuous training to Scan Facility staff; review completed work and processes for quality assurance; provide oral/written feedback and recommendations to Supervisor and staff for improvement opportunities.

Work with small groups of program subject matter experts (SME's) in developing and implementing document imaging in other Board Divisions; prepare project reports, make recommendations and provide oral presentations to Business Services Section management and staff, and to various Division Executive staff.

WHO MAY APPLY:

Current SSAs or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to the SSA classification may apply. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. **Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252 / rjones1@vcgcb.ca.gov

FINAL FILING DATE

May 26, 2006,

or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

Training & development assignments may be considered for most positions

California Relay Service:

Voice line: 1-800-735-2922

040-430-5157-xxx

TDD User: 1-800-735-2929